

Attendee Registration Tips

Registration

- ▶ There are a variety of tools available for online registration depending on your needs – Eventbrite, SurveyMonkey, Google Sheets, Wufoo, etc
- ▶ Things to look for when considering a registration tool:
 - Fees – how do they compare, and do you still have to pay if your event is free to attendees?
 - How user-friendly is the tool? Do you feel comfortable using it? Is it intuitive?
 - Does it give you the option to create custom questions? Can you ask all the questions you want to with it?
 - Is it easy to pull attendee lists?
 - Is it easy to delete and refund people who cancel?
 - Does it need to be able to receive purchase order numbers?
 - Is it easy to use from the attendee perspective? Does it allow one person to register multiple people (e.g. families, colleagues)?
 - Does it offer other features you like (ability to set capacities on workshops, send emails within the tool, print nametags within the tool, etc)?

Sample Registration Form Questions:

- ▶ Name:
- ▶ I am a: (Middle School Student, 9th Grade Student, 10th Grade Student, 11th Grade Student, 12th Grade Student, Recent High School Graduate, College Student, Recent College Student, Adult)
- ▶ Session 1 Workshop Choice: [drop down of options]
- ▶ Session 2 Workshop Choice: [drop down of options]
- ▶ Session 3 Workshop Choice: [drop down of options]
- ▶ Will you join us for lunch: Yes, No
 - If yes, do you have any dietary restrictions: Vegetarian/Vegan, Gluten Free, Dairy Free, Nut Allergies, None of the Above